

# How to Book Court Time



The screenshot shows the Woodside Tennis dashboard. The left sidebar contains navigation options: Dashboard, My Activities, My Account, Shop Packages, and Log Out. The main content area is titled 'Dashboard' and features four widgets:

- My Account:** Shows 'Balance Due', 'Total Charges', and 'Last Payment: 10/11/2022'. It includes buttons for 'Account History' and 'Pay Now'.
- My Upcoming Appointments:** Displays 'You have no scheduled appointments.' with a 'Book Appointment' button highlighted in a red box. A note states '\* Widget displays 2 weeks out'.
- My Upcoming Classes:** Displays 'You have no scheduled classes.' with a 'Class Schedule' button. A note states '\* Widget displays 2 weeks out'.
- My Upcoming Courses / Events:** Displays 'You have no scheduled courses or events.' with a 'Courses/Events Schedule' button. A note states '\* Widget displays 2 weeks out'.

- STEP 1:** Log in to My Woodside.  
**STEP 2:** Click Book Appointment.

You will be directed to the Appointment booking screen at right.

The screenshot shows the 'Appointments' booking screen. The left sidebar is the same as the dashboard. The main content area is titled 'Appointments' and includes a breadcrumb 'Dashboard / Book Appointment'. On the left, there are four steps for booking:

- Step 1: Select Club (Woodside)
- Step 2: Select Category
- Step 3: Select Product
- Step 4: Select Resource(s)

On the right, there is a calendar for November 2022. The calendar shows days from Sunday to Saturday. The 8th of November is highlighted in green, indicating the selected date for the appointment.



Calendar will display once all steps are complete.

### Step 1: Select Club

Woodside Tennis



Select Club: Woodside Tennis

### Step 2: Select Category

Court Time



Select Category: Court Time (auto-populated selection)

### Step 3: Select Product

Select One



### Step 4: Select Resource(s)



### Step 3: Select Product

Select One

CT - 1 Person - 1 Hour EB  
CT - 1 Person - 1 Hour Non-Prime  
CT - 1 Person - 1 Hour Prime  
CT - 1 Person - 1/2 Hour EB  
CT - 1 Person - 1/2 Hour Non-Prime  
CT - 1 Person - 1/2 Hour Prime  
CT - 1 Person - 90 Min EB  
CT - 1 Person - 90 Min Non-Prime  
CT - 1 Person - 90 Min Prime  
CT - 2 People - 1 Hour EB  
CT - 2 People - 1 Hour Non-Prime  
CT - 2 People - 1 Hour Prime  
CT - 2 People - 1/2 Hour EB  
CT - 2 People - 1/2 Hour Non-Prime  
CT - 2 People - 1/2 Hour Prime  
CT - 2 People - 90 Min EB  
CT - 2 People - 90 Min Non-Prime  
CT - 2 People - 90 Min Prime  
CT - 3 People - 1 Hour EB  
CT - 3 People - 1 Hour Non-Prime  
CT - 3 People - 1 Hour Prime  
CT - 3 People - 1/2 Hour EB  
CT - 3 People - 1/2 Hour Non-Prime  
CT - 3 People - 1/2 Hour Prime  
CT - 3 People - 90 Min EB  
CT - 3 People - 90 Min Non-Prime  
CT - 3 People - 90 Min Prime  
CT - 4 People - 1 Hour EB  
CT - 4 People - 1 Hour Non-Prime  
CT - 4 People - 1 Hour Prime  
CT - 4 People - 1/2 Hour EB  
CT - 4 People - 1/2 Hour Non-Prime  
CT - 4 People - 1/2 Hour Prime  
CT - 4 People - 90 Min EB  
CT - 4 People - 90 Min Non-Prime  
CT - 4 People - 90 Min Prime  
CT - Outdoor - 1 Hour  
CT - Outdoor - 1/2 Hour  
CT - Outdoor - 90 Minutes

Select Product:

CT - Court Time

#### Choose Quantity of Players:

*See next page for details on identifying additional players.*

1 Person  
2 People  
3 People  
4 People

#### Choose Duration:

1/2 Hour  
1 Hour  
90 Min

#### Choose Time Frame:

*Court Time can be scheduled on the hour or on the half hour. If you select Court Time beginning in one Time Frame (listed below) and ending in another Time Frame, you must book two separate Court Times.*

*Example: If you want to book one hour of Court Time on Monday beginning at 8:30AM (Early Bird Time Frame), you must submit one booking for 1/2 Hour at 8:30 and select the corresponding Early Bird listing, then submit a second booking for 1/2 Hour at 9:00AM and select the corresponding Prime Time Frame.*

Early Bird (EB)  
Mon - Fri | Open - 9AM

Non-Prime  
Mon - Fri | Noon - 4PM  
Sat - Sun | 2PM - Close

Prime  
Mon - Fri | 9AM - Noon, 4PM - Close  
Sat - Sun | Open - 2PM

#### Outdoor:

*Because these Court Times are complimentary, there is no need to submit the number of people playing or the Time Frame (Early Bird, Non-Prime or Prime), however you will need to select a Duration.*

### Step 3: Select Product

CT - 4 People - 90 Min Prime ▾

#### ! Group Appointments

**You have selected a group appointment. This activity requires at least 1 person(s) and has a maximum of 4. Use the search below to find other members for this group.**

[Learn More ?](#)

**MINIMUM**

1

person(s)

**MAXIMUM**

4

persons

Min and Max boxes must be green before Step 4 is available

**Search To Add Member To Group**

Search

**Current Group**

1. YOUR NAME (me)

Under Select Product, if you select a listing with 2 People, 3 People or 4 People, you will need to identify the additional members in your group appointment. Type their first or last names in the search bar and click Search. A list of eligible members will appear. Click the blue Add button to the left of the name of each person you'd like to add to your group appointment.

All tennis court reservations both online and through the Front Desk require all names of members playing at time of reservation. If you do not have all the names for your reservation, the system will not allow you to continue.

To place a hold on a reservation time, you can make a 1 Person reservation, then cancel that original reservation and resubmit for a group appointment when you have all the names for your party.

The cost for your appointment will be split between the members listed in your group appointment.

**Step 4: Select Resource(s)**

All Resources

Select Resource(s):

Select One

- ✓ All Resources
- ..B - Court 5
- ..B - Court 6
- ..B - Court 7
- ..B - Court 8

B - Bubble

**Choose Court:**

*Court 5 is the court closest to the door, followed by Courts 6 through 8.*

- Court 5
- Court 6
- Court 7
- Court 8

Select One

- ✓ All Resources
- ..N - Court 1
- ..N - Court 2
- ..N - Court 3
- ..N - Court 4
- ..SO - Court 09
- ..SO - Court 10
- ..SO - Court 11
- ..SO - Court 12
- ..SO - Court 13
- ..SO - Court 14

N - Outdoor North

**Choose Court:**

- Court 1 (Stadium Court)
- Court 2
- Court 3
- Court 4

SO - Outdoor South




**Choose Court:**

- Court 9
- Court 10
- Court 11
- Court 12
- Court 13
- Court 14




Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

**STEP 4:** Browse available Court Time and Book. Available Court Time dates are indicated on the calendar in blue. Click the day you would like to book.




**.N - Court 1**

 <b>MORNING</b> 5am-12pm	 <b>AFTERNOON</b> 12pm-5pm	 <b>EVENING</b> 5pm-5am
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**.N - Court 2**

 <b>MORNING</b> 5am-12pm	 <b>AFTERNOON</b> 12pm-5pm	 <b>EVENING</b> 5pm-5am
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**.N - Court 3**

 <b>MORNING</b> 5am-12pm	 <b>AFTERNOON</b> 12pm-5pm	 <b>EVENING</b> 5pm-5am
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**.SO - Court 1**

 <b>MORNING</b> 5am-12pm	 <b>AFTERNOON</b> 12pm-5pm	 <b>EVENING</b> 5pm-5am
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**.SO - Court 2**

 <b>MORNING</b> 5am-12pm	 <b>AFTERNOON</b> 12pm-5pm	 <b>EVENING</b> 5pm-5am
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**.SO - Court 3**

		
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**.N - Court 2**

 <b>MORNING</b> 5am-12pm	 <b>AFTERNOON</b> 12pm-5pm	 <b>EVENING</b> 5pm-5am
5:00 PM	7:00 PM	7:30 PM
8:30 PM	9:00 PM	9:30 PM

**..B - Court 5**

 <b>MORNING</b> 5am-12pm	 <b>AFTERNOON</b> 12pm-5pm	 <b>EVENING</b> 5pm-5am
 <b>No Availability</b>		

Choose your Morning, Afternoon or Evening based on the Time Frame you selected in Step 3.

Click the time you would like your Court Time to begin.

If you select a time of day (Morning, Afternoon or Evening) that does not correspond with the Time Frame you selected in Step 3, the scheduler will show a No Availability message. Adjust the selected time of day to see availability.



## BOOK

**Club:** Woodside Tennis

**Time:** 11/10/2022 7:30 PM

**Product:** CT - Outdoor - 1/2 Hour

**Resource:** .N - Court 2

This appointment is free!

BOOK

CANCEL

Confirm all details are correct, then click Book to complete your Court Time booking.